

GRANT WRITING 1001

State Grants Management Section
Office of Community Development
Division of Administration

Regional Conference
Ruston, LA

The Process

- Identify needs and prioritize
- Research funding sources
- Develop project
- Complete application
- Administer the project, if funded
- Sustain the project after the grant

Back to the beginning...

The Planning

- Get everyone involved

The Research

- Cast a wide net

The Relationship

- Start early and maintain contact

Getting ready to write



- Read the notice and/or application package
- Read it again, highlighting details
- Call and ask questions
- Attend workshops

What's Most Important?

ALL OF IT

- Overall purpose of the program
- Eligible and ineligible activities
- Selection Criteria
- Description of application parts
- Required forms and/or letters
- Requirements

Do your homework



- Get copies of all required forms
- Find sources for all required documentation
- Develop outline of project with program information in mind
- Ask early when getting letters of commitment or support

Evaluation

- Method to determine success of project
- Needs to be measurable
- Should be programmatic evaluation as well as results evaluation



What's the HOOK?



Every application should be written to match the program to which you are applying.

The hook is the one thing that makes your project fit the program and makes your project interesting to the funder.

Maximize Your Score



- Review your project information
- Can you improve your score by altering your project without compromising your goal?

Outcome Funding



A shift in focus by the funders from the resources put into the project to the changes that result from the project. The funders want the applicants to identify results that can be measured. These outcomes should bring changed conditions to the beneficiaries.

Goal

- Is derived from your problem statement
- Very broad
- Identifies your expected outcome
- Helps to identify possible funding sources
- How are the beneficiaries' lives going to be changed?

Objectives



- Specific and measurable
- Actions that accomplish the work identified in the goal
- How do you measure the change in the beneficiaries' lives?

Example

- Goal – To increase the quality of life for Louisiana residents through economic development
- Objective – To increase the number of jobs available to low to moderate income persons by 10%

Government Funding

- Will have specific instructions for completing application
- Will require specific forms to be included in the application submittal
- May have application completeness checklist
- Do it their way!!!

Foundation Funding



- Application requirements vary from foundation to foundation
- If no specific application format, then use a general format

Coming Attractions

- Master Proposal Format
- Government Grants
- Analyzing the RFP
- Analyzing YOUR RFP



Questions?

